

WASTEWATER OPERATOR LEAD*

Posting: IRC10409

Open: August 21, 2010

Department of Public Works Salmon Creek Wastewater Treatment Plant

Applications must be received via mail, fax, e-mail or in person by 5:00 p.m. on *Friday, September 3, 2010.* POSTMARKS ARE NOT ACCEPTED. (Applications submitted on-line are due by 11:59 p.m.).

*This recruitment will be used to fill the current vacancy and may be used to fill future Wastewater Operator I/II/III openings within the next 12 months.

THE JOB

This lead position supervises Wastewater Operators in the completion of a variety of highly skilled technical operation and maintenance work for the Wastewater Treatment facility. Primary responsibilities include prioritizing, assigning, coordinating, monitoring, and evaluating work; providing technical assistance; resolving work and personnel problems; making recommendations to the Wastewater Operations Manager regarding performance evaluations, discipline, training, major job reassignments, and recruitment/selection; contributing to annual planning and in decision making in the coordination of operations activities; assisting in establishing and monitoring department budget; and processing control trend charts.

The work is performed in all types of climates, both indoors and outdoors, and may be performed in adverse weather and environmental conditions, including in and around raw sewage, and in small, often awkward positions. The work may be performed from ladders or scaffolding and possibly in hazardous atmospheres. Employees are subject to shift work, may work alone, and will be subject to perform on-call duties 24 hours a day, seven days a week.

This is the lead position in the Wastewater Operator job family. It is distinguished from the Wastewater Operator I/II/III classifications by the lead work performed and by the supervisory responsibility for wastewater operations duties and staff.

QUALIFICATIONS

- Possession of a State of Washington Group III Sewage Treatment Plant Operator's Certificate from the Department of Ecology at the time of application. (Note: Equivalent certificate from a state having reciprocity with the State of Washington is acceptable. Six months will be granted to obtain reciprocity certificate.) State of Washington Group IV Sewage Treatment Plant Operator's Certificate from the Department of Ecology is preferred.
- At least 4 years of operational experience in a modern wastewater treatment plant is required. (Note: Up to 1 ½ years
 of applicable education or training may be substituted for one year of experience.) Supervisory or lead worker
 experience is desirable.
- Possession of, or ability to obtain, a valid driver's license at time of hire.
- High school diploma or equivalent (GED) with demonstrated proficiency in reading, writing, and mathematics.
- Associate of Science in Wastewater Technology, or related field, is desirable.

All combinations of education, experience, training, and certifications that demonstrate the ability to perform the work will be considered.

The ideal candidate will have the following strengths:

Knowledge of: Federal, State and Local environmental regulations applicable to water quality standards associated with the effective operation and maintenance of an activated sludge wastewater treatment facility; machinery, equipment, materials, and operating procedures of a modern wastewater treatment plant; standard processes and chemicals used in testing and treating wastewater; occupational hazards and safety precautions applicable to the work; practices and process control methods commonly used in wastewater treatment facilities.

Ability to: lead the work of staff involved in wastewater treatment operations; establish and maintain effective working relationships; effectively and efficiently operate all plant equipment and conduct routine tests; make accurate readings and keep operational records; diagnose equipment malfunction and take corrective action; perform routine maintenance tasks; instruct and provide technical guidance to less experienced co-workers; establish and maintain effective working relationships with other employees; detect and correct defects in assigned equipment; comprehend and interpret complex technical data; use a computer to generate reports, calculate algebraic equations for process control and related performance measures; follow written and oral instructions; effectively communicate both formally and informally with others; operate a motor vehicle; ear and properly use Personal Protective Equipment and perform all work in a safe manner.

SALARY

The salary range is \$25.55 – \$30.19 per hour. It is the general policy of the county to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement. This position is represented and requires membership in Local 307CO, Washington State Council of County and City Employees, AFSCME, AFL-CIO.

SELECTION PROCESS

- Application Review (Pass/Fail) An application is required (on-line or paper). Incomplete applications will not pass the
 application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection
 process.
- 2. Letter of Interest (Optional) In addition to the Clark County application, applicants may submit a letter of interest detailing their experience in the areas mentioned above.
- 3. Oral Interview (Weighted 100%) The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
- 4. Employment References may be conducted for the final candidates, including verification of education and certification.
- 5. Driver License/CDL verification and/or license abstract checks will be performed prior to final selection.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

Apply online on our website @ www.clark.wa.gov, submit a paper application which may be downloaded from www.clark.wa.gov/hr/employment/app_materials.html, or come into our office at 1300 Franklin Street, 5th Floor, Vancouver, WA. Application materials are due by the closing date listed on the recruitment (5:00 p.m. PT for paper; 11:59 p.m. PT for on-line applications). Please read the Job Posting material thoroughly to determine application requirements.

Clark County Human Resources Department 1300 Franklin Street - 5th Floor PO Box 5000 Vancouver, WA 98666-5000 FAX (360) 397-2457 / Relay (800) 833-6384 JOB INFO LINE (360) 397-6018 E-MAIL HRADMIN@clark.wa.gov

THE COUNTY

Clark County, Washington is a growing community with a population in excess of 431,200, including the City of Vancouver (population 164,500). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Clark County's Equal Employment Opportunity Plan is available at http://www.clark.wa.gov/hr/documents.html.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2456; Relay (800) 833-6384. If you have questions regarding job announcements please call (360) 397-2456.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



Human Resources Department

1300 Franklin Street – 5th Floor/PO Box 5000 Vancouver, WA 98666-5000 PHONE (360) 397-2456 FAX (360) 397-2457 Relay (800) 833-6384

Email: hradmin@clark.wa.gov www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION										
Position Applying for					Posting#					
Last Name		First Name			Middle Initial					
Address		C	ity		State Zip + Four					
Home Phone ()	Work Phone			Cell Phone ()	e Home Secondary ()					
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [] No [] Are you legally eligible for employment in the United States Yes [] No []						t in the United State	s?			
Will you accept: Will you accept:	, , , ,			Shifts you will accept: [] Day [] Evening [] Night [] Weekend						
Within the last 10 years, have you been convicted of a crime, pled no contest, forfeited bond or bail for any crime other than traffic violations, or been released from prison? Yes [] No [] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)										
	,				, ,	,				
EDUCATION										
Name of college, university, vocational school M		Major		Full Year Complete	- 3		Degree/Title	Credit Hours		
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.										

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2456; Relay (800) 833-6384. If you have questions regarding job announcements please call (360) 397-2456.

EMPLOYMENT HISTORY						
List your applicable work experience, starting with most recen	t first, including self-employment, military s	ervice and volunteer work.				
MOST RECENT POSITION		Dates Employed:				
Employer:						
Address:		From To				
		/				
Position:	No. of employees you supervised:					
Supervisor:	Phone ()	mm yy mm yy				
Specific Duties:		Hours per Week				
		Final Salary				
		May we contact your current employer?				
Reason for leaving or considering change:		Yes [] No []				
OTHER EXPERIENCE		Dates Employed:				
Employer:		, ,				
		From To				
Address:						
Position:	No. of employees you supervised:					
		mm yy mm yy				
Supervisor:	Phone ()	-				
Specific Duties:						
		Hours per Week				
		Final Salary				
Reason for leaving or considering change:						
OTHER EXPERIENCE		Dates Employed:				
Employer:						
Address:		From To				
, , , , , , , , , , , , , , , , , , , ,		//////				
Position:	No. of employees you supervised:					
Supervisor:	Phone ()	mm yy mm yy				
Specific Duties:	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1				
•						
		Hours per Week				
		Final Salary				
Reason for leaving or considering change:						
Attach additional sheets if necessary to include all work history.						
Be as complete as possible in outlining the duties of each position.						

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I authorize the investigation of any or all statements contained in this application. I also authorize any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts. I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to anyone involved in the selection process. It will be used for statistical analysis and reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For:		Posting No:	Posting No:						
GENDER: Male [] Female [] Are you AGE 40 OR OLDER? Yes [] No []									
ETHNIC ORIGIN : If you are more than one race, please indicate one group only for record-keeping purposes. [Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]									
 [] American Indian or Alaskan Native (Not Hispanic or Latino) [] Asian (Not Hispanic or Latino) [] Black or African American (Not Hispanic or Latino) [] Hispanic or Latino [] Native Hawaiian/Other Pacific Islander (Not Hispanic or Latino) [] Two or More Race (Not Hispanic or Latino) [] White (Not Hispanic or Latino) 									
Are you a RECENTLY SEPARATED VETERAN? Yes [] No []									
Are you an OTHER PROTECTED VETERAN? Yes [] No []									
Are you DISABLED? Yes [] No []									
RECRUITING SOURCE									
Please tell us how you heard about this position (select only one source):									
Publications:									
[] The Columbian	[] The Oregonian	[] The Asian Reporter	[] El Latino de Hoy						
[] The Skanner-Portland	[] Seattle Times	[] Spokane Review	[] The Olympian						
Internet/Website Sites:									
[] Columbian/Yahoo!Hot Jobs	[] Oregonian	[] Clark County	[] Seattle Times						
[] El Latino de Hoy	[] Other Internet/Website:								
Other Sources:									
[] Clark County Bulletin Board [] Other:	•	r Referral [] /	Acquaintance/County Employee						